

**INFORMATION UNDER SECTION
4(1)(b)(RTI ACT,2005)**

(i)	The particulars of Organization, functions and duties.
(ii)	The powers and duties of officers and employees.
(iii)	The procedure followed in the decision making process.
(iv)	The norms set for the discharge of functions.
(v)	The Rules, Regulations, Manuals used by the employees for discharging functions.
(vi)	The statement of categories of Registers that are maintained.
(vii)	The particulars of any arrangement that exists for consultation.
(viii)	A statement of the boards, councils, committees and other bodies.
(ix)	The Directory of Officers and employees.
(x)	The monthly salaries of the Officers and employees.
(xi)	The Budget allocation.
(xii)	The manner of execution of subsidy programs.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;
(xv)	The particulars of facilities available to citizens for obtaining information:
(xvi)	The Names, Designations and other particulars of the Public Information Officers.
(xvii)	Such other information as may be prescribed and thereafter update these publications every year.

(i) ABOUT THE INSTITUTION OF LOKAYUKTA OF ANDHRA PRADESH

ORGANIZATION:

In Andhra Pradesh is concerned, the Institution of Lokayukta of Andhra Pradesh was established through Andhra Pradesh Lokayukta & Upa-Lokayukta Act 11, 1983, in November, 1983, having jurisdiction over the entire territory of erstwhile combined State of Andhra Pradesh.

But in 2014 the state was bifurcated into Telangana with 10 districts and Andhra Pradesh remaining with 13 districts. However, the erstwhile Institution of Lokayukta of Andhra Pradesh continued to serve all these 23 Districts till the end of year 2019, having jurisdiction over the entire territory. Thus, in total, for 36 years the erstwhile combined Institution of Lokayukta of Andhra Pradesh has functioned. Through the G.O.Ms.No.161, General Administration (SR) Department, Government of Andhra Pradesh, dtd.31.12.2019, the erstwhile Institution of Lokayukta of Andhra Pradesh has been bifurcated into the Institution of Lokayukta of Andhra Pradesh and the Institution of Lokayukta of Telangana on the very last day of the year 2019 and both the newly formed institutions commenced functioning, individually, with effect from 01.01.2020.

SALIENT FEATURES OF THE INSTITUTION:

The most prominent features of the Institution of Lokayukta in this State are:-

- i) Independence from Executive Control;
- ii) Informal procedure and easy accessibility to complaints; and
- iii) Almost free and prompt services to the citizens.

FUNCTIONS & DUTIES:

The matters and actions of Public servants, which can form the subject matter of the complaint to the Institution of Lokayukta and Upa-Lokayukta, are:

- 1) Any administrative action involving abuse of power for personal gain or to harm anyone;
- 2) Administrative actions motivated by improper or corrupt motives causing loss to the State or to any person; and
- 3) All actions involving outright corruption or lack of integrity.

There are three modes for the Lokayukta and the Upa-Lokayukta to act for taking up investigation of Administrative actions of the nature as stated above.

Firstly, any citizen or aggrieved person can make a complaint. Secondly, the Lokayukta and Upa-Lokayukta suo-moto can take up investigation on the basis of information received by him otherwise than by way of complaints like newspapers, reports, etc. Thirdly, the Lokayukta or Upa-Lokayukta can act on a reference from the Governor.

For the purpose of conducting an investigation / enquiry in accordance with the provisions of the Act, the Assembly of the new State of Andhra Pradesh approved that in addition to only serving Chief Justice or sitting judge, even retired Chief Justice or retired Justice can be considered to be eligible for appointment for the position as the State Lokayukta. Further, the Governor appoints one or more Retd. District Judges or any Advocate who has had 25 years of standing in the High Court, duly selected by the selection Committee with the Chief Minister of the State as Chairperson; Speaker of the Legislative Assembly; the Chairperson of the Legislative Council and the Leader of the Opposition in the Legislative Assembly as Members to act as Upa-Lokayuktas.

Peshi of the Lokayukta:

Peshi of The Lokayukta consists of Personal Secretary to Lokayukta, Personal Assistant to Lokayukta, Driver, Jamedar and Two Attenders.

Peshi of the Upa Lokayukta:

Peshi of The Upa Lokayukta consists of Personal Assistant to Upa Lokayukta, Driver, Jamedar and an Attender.

ADMINISTRATION:-

Registrar:

Overall administration of Office of the Institution of Lokayukta is under the charge of the Registrar, who is designated as the **Head of the Department**.

The Role of the Registrar

All the complaints filed before the Institution of Lokayukta will be addressed to the Registrar. And all the correspondence of the Institution of Lokayukta of Andhra Pradesh will be conducted in the name of the Registrar.

The Registrar

- i) administers office of the Institution of Lokayukta, taking instructions from Hon'ble the Lokayukta on all policy matters.

- ii) scrutinizes the complaints and places them before Hon'ble the Lokayukta for consideration and necessary action.
- iii) Assists the Hon'ble the Lokayukta in the preparation of the Annual Report to be submitted to The Hon'ble Governor of the State.
- iv) assists the Hon'ble the Lokayukta in recruiting the officers and staff members of the Institution.
- v) assists the Hon'ble the Lokayukta in fixing Vacation of Hon'ble the Lokayukta and Hon'ble the Upa Lokayukta and also Public Holidays etc., for the establishment of the Institution.
- vi) holds the overall in-charge of the administration of the Office of the Institution of Lokayukta including financial, budgetary, service matters of the officers and staff members, allocation of duties of officers and staff members and all other related functions for running the Office of the Institution of Lokayukta.
- vii) acts as the First Appellate Authority under Right to Information Act-2005.

Peshi of the Registrar:

Peshi of the Registrar consists of Personal Assistant to Registrar, a Driver and an Attender.

To assist the Lokayukta and the Upa-Lokayukta the organization is divided into four functional wings, which are as under

- (A) Administration Wing**
- (B) Judicial Wing**
- (C) Legal Wing**
- (D) Investigation Wing**

(A) Administration Wing:

The Registrar with the Assistance of the Deputy Registrar, supervises the Administration Wing, which consists of two sections, which are

- (i) Establishment Section and
- (ii) Accounts Section.

The Deputy Registrar:

The Deputy Registrar assists the Registrar in overall supervision of the functioning of the Office of the Institution of Lokayukta. The Deputy Registrar is designated as Public Information Officer under Right to Information Act-2005.

(i) Establishment Section:

The Establishment Section is headed by an Assistant Register, who functions with the assistance of the Section Officer.

The Establishment Section deals with recruitment of staff, service matters of officers and staff members like promotions, salary fixations, increments and other

conditions of service and also maintenance of Service Registers and all other required registers. This section also deals with purchase and maintenance of Library, Stores, Furniture, Motor Vehicles, Stationery, Photo Copying Machine (Xerox), etc. Management of the events like Republic Day, Independence Day, etc. are also under the purview of this section. Further, maintenance of the premises is also under the purview of this section. The Inward and Dispatch Sections also work under Establishment Section.

For proper running of this section, apart from the Assistant Registrar and Section Officer, an Assistant Section Officer, Librarian, Stores In-charge, Stenographers, Typists, Assistants, Dispatch Clerk, Inward Clerk, Roneo Operator, Motor Vehicle Messenger, Driver, Attenders, Chowkidars, Gardeners, Sweeper-cum-Scavengers are required.

(ii) Accounts Section:

The Accounts Section is headed by Assistant Registrar (Accounts) who is assisted by the Accounts Officer, the Assistant Section Officer, U.D. Accountant, Typist, Assistant and Attender.

The Accounts Officer is the custodian of the Permanent Advance amount of the Office.

The Accounts Section deals with submitting budget proposals to the Government, receiving budget, preparation and submitting pay bills and other bills like Medical, Purchase Bills etc., deducting Income Tax at source from the salaries, receiving and remitting the complaint fees & RTIP fees etc., and maintenance of ledgers and other registers pertaining to the financial matters of the office.

(B) Judicial Wing:

Judicial Wing consists of five sections viz., (i) Complaints Section, (ii) Judicial B-1 Section, (iii) Judicial B-2 Section (iv) Record Room & (v) RTI Section. All these five sections function under the overall supervision of Assistant Registrar (Judicial).

(i) Complaints Section:

Assistant Registrar and Section Officer with the assistance of an Assistant Section Officer, Stenographers, Typists, Assistants and Attenders administers this section. Complaints filed by the Complainants will be processed, scrutinized, and registered in this section and the relevant registers are maintained by this section.

The complaints are segregated under due procedure and the matters are registered as B1 complaints and B2 complaints. B1 complaints are placed before the Lokayukta and B2 complaints before the Upa Lokayukta for consideration and redressal.

(ii) Judicial B-1 Section:

This section deals with the Bench of the Lokayukta. One Section Officer for attending the Bench and the other for looking after the section, assisted by Assistant

Section Officers, Stenographers, Typists, Assistants, Record Assistants and Attenders to run this section.

The complaints registered as B1 complaints, for being resolved by Lokayukta, are dealt with in B1 section.

The files received from Complaints Section, are attended to in this Section by placing them before the Lokayukta for securing relevant orders on the days of posting of the same. Further, this Section processes the orders passed by the Lokayukta by way of calling for reports/comments etc., from the concerned, as per the orders. This Section prepares Cause Lists, maintains the records, files and relevant registrars in connection with the various complaints received in this Section, till the said complaints reach their logical conclusion/disposal.

After disposal, the files relating to the disposed-off complaints will be consigned to the record room.

(iii) Judicial B-2 Section:

The complaints registered as B2 complaints, for being resolved by Upa Lokayukta, are dealt with in B2 section.

This section deals with the Bench of the Upa Lokayukta. Two Section Officers, one for attending the Bench and the other for looking after the section, assisted by Assistant Section Officers, Stenographers, Typists, Assistants, Record Assistants and Attenders, run this section.

The files received from Complaints Section, are attended to in this Section by placing them before the Upa Lokayukta for securing relevant orders. Further, this Section processes the orders passed by the Upa Lokayukta by way of calling for reports/comments etc., from the concerned. This Section also prepares Cause Lists, maintains the records, files and relevant registrars in connection with the various complaints received in this Section, till the said complaints reach their logical conclusion/disposal.

After disposal, the files relating to the disposed-off complaints will be consigned to the record room.

(iv) Record Room:

Record Room is manned by a Section Officer, assisted by an Assistant Section Officer, Assistant, Record Keeper and an Attender.

All the disposed-off records, closed registers and files will be kept in the Record Room for safe keeping, after entering into relevant registers.

(v) Right to Information Section:

Several applications are being received from the general public under The Right to Information Act-2005.

As mandated in The Right to Information Act-2005, the officers of Institution are designated in various capacities to deal with the applications received under the said Act.

The Assistant Registrar is designated as Assistant Public Information Officer under The Right to Information Act-2005.

The Deputy Registrar is designated as Public Information Officer under The Right to Information Act-2005.

The Registrar is designated as First Appellate Authority under The Right to Information Act-2005.

All these officers are being assisted by an Assistant Section Officer, Assistant, and an Attender.

(C) Legal Wing:

This Legal Wing consists of two Offices:-

- (i) The Office of the Director (Legal) &
- (ii) The Office of the Deputy Director (Legal).

(i) The office of the Director (Legal):

The Director (Legal) is a Category-II Officer. He assists the Lokayukta in dealing with and disposal of the complaints. He will be functioning with the assistance of a Special Category Stenographer, a Typist, an Assistant, a Driver and an Attender.

B-1 Section is dealing with the complaints being placed before the Lokayukta for consideration and disposal. The Director (Legal) assists the Lokayukta in connection with the complaints being processed and dealt with by B-1 Section.

The Director (Legal) assists Lokayukta in day to day dealing of the listed cases in B-1 Section, during call work. He prepares Brief Notes after examining the various reports received from the Public Servants and also various documents which come up for consideration in connection with the complaints, to assist Lokayukta. Further, he gives his Legal Opinions when the matters are referred for the same by the Lokayukta.

The Director (Legal) assists the proceedings during Final Investigation of the complaints by preparing the Statement of Allegations against the Public Servants, the list of witnesses to be examined during the Final Investigation and also list of documents to be confronted to the witnesses during recording of the evidence.

Further, if the Complainant has no legal assistance, during the Final Investigation, the Director (Legal) will be presenting the case of the Complainant before the Lokayukta and also lead the evidence on behalf of the Complainant to assist the proceedings. He will be advancing arguments also on behalf of the Complainant, if he got no legal assistance.

(ii) The office of the Deputy Director (Legal):

The Deputy Director (Legal) is a Category-III Officer. He assists the Upa Lokayukta in dealing with and disposal of the complaints. He will be functioning with the assistance of a Special Category Stenographer, a Typist, an Assistant, a Driver and an Attender.

B-2 Section deals with the complaints being placed before the Upa Lokayukta for consideration and disposal. The Deputy Director (Legal) assists the Upa Lokayukta in connection with the complaints being processed and dealt with by B-2 Section.

The Deputy Director (Legal) assists Upa Lokayukta in day to day dealing of the listed cases in B-2 Section during call work. He prepares Brief Notes of the various reports received from the Public Servants and others and also various documents which come up for consideration in connection with the complaints, to assist Upa Lokayukta. Further, he gives his Legal Opinions when the matters are referred for the same by the Upa Lokayukta.

The Deputy Director (Legal) assists the proceedings during Final Investigation of the complaints by preparing the Statement of Allegations against the Public Servants, the list of witnesses to be examined during the Final Investigation and also list of documents to be confronted to the witnesses during recording of the evidence.

Further, if the Complainant has no legal assistance, during the Final Investigation, the Deputy Director (Legal) will present the case of the Complainant before the Upa Lokayukta and also lead the evidence on behalf of the Complainant to assist the proceedings. He will be advancing arguments also on behalf of the Complainant, if the complainant has no legal assistance.

(D) Investigation Wing:

There is an Investigation Wing consisting of the Posts of Director (Investigation) and several Investigation Officers. These officers assist the Lokayukta and the Upa Lokayukta in the investigation to be held into the various allegations made against the Public Servants in the complaints filed before this Institution.

The Director (Investigation) who is of the rank of Inspector General of Police is heading the Investigation Wing. He functions with the assistance of Deputy Directors (5 in number), Investigating Officers (2 in number), Head Constables (2 in number) and Police Constables (6 in number). Further, a Stenographer, a Typist, a Driver and an Attender are working in the Investigation Wing.

The Investigation Wing probes in to the allegations referred to them by the Lokayukta or Upa-Lokayukta and after making such confidential probe as required, submits report together with any documents or other material collected during such

confidential probe. The Investigation Officers conduct discreet enquiries in connection with the allegations and the reports being submitted by them are immense help to the Lokayukta or Upa-Lokayukta in determining the veracity of the given complaint and whether to proceed with further investigation in the allegations, made therein or otherwise.

The Investigation Wing maintains utmost confidentiality and secrecy of information during the discreet enquiry being made by it and conducts probe into the allegations most impartially.

When occasion arises, the office will be entrusting Summons to be served on the witnesses/parties to the complaint and also Warrants to be executed on such persons, to the Investigation Wing for Service of Summons/Execution of the Warrants and they will be discharging the said functions also, most effectively, submit compliance reports and assist the Institution.

The officers who conduct investigation may sometimes be required to give their evidence during Final Investigation, in connection with the enquiries made by them and the reports submitted by them.

ACCOMMODATION:-

The Institution of Lokayukta is presently accommodated in a rented building bearing D.No. 96/3-72-124-1, Santoshnagar, Kurnool, consists of Ground + 3 floors.

(ii) THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Sl. No.	Designation	Powers and duties
1	Registrar	1) Major Head of the Institution 2) Controlling Officer of the Budget and administration of the Institution. 3) Supervising Authority overall Sections. 4) First Appellate Authority under Right to Information Act, 2005.
2	Deputy Registrar	1) The Deputy Registrar assists the Registrar in overall supervision of the functioning of the Office of the Institution of Lokayukta. 2) Over all process verification and communication of process to the concerned under signature. 3) The Deputy Registrar is designated as Public Information Officer under Right to Information Act-2005.
3	Director (Legal)	1) Head of Legal Section. 2) Perform the duties of Presenting Officer in B-1 Court. 3) Assist in conducting preliminary verification and also the final investigation and preparation of legal notes, as per the directions of Hon'ble Lokayukta.
4	Deputy Director (Legal)	1) Performs the duties of Presenting Officer in B-2 Court. 2) Assist in conducting preliminary verification and also the final investigation and preparation of legal notes, as per the directions of Hon'ble Upa-Lokayukta.
5	Assistant Registrar (Judicial)	For the convenience and smooth functioning of the Office, the following duties are assigned:- 1) Drawing and Disbursing Officer. 2) Overall supervision over the Accounts and Establishment Section. 3) Assist the Registrar in administrative matters. 4) Any work assigned by the Registrar.
6	Assistant Registrar	For the convenience of Administration and smooth functioning of office the following duties are assigned:- 1) Look after the Bench Files of B1 Section. 2) Attending Bench. 3) Any other work assigned by the Hon'ble Lokayukta/ Registrar including preparation of legal notes, as and when required.

7	Assistant Registrar (Accounts)	For the convenience of Administration and smooth functioning of office the following duties are assigned:- 1) Prepare scrutiny note in respect of the complaints received and place the same before the Hon'ble Lokayukta and Hon'ble Upa-Lokayukta, along with scrutiny notes. 2) Assistant Public Information Officer under Right to Information Act, 2005. 3) Preparation of notes in respect of important cases and grievance redressal matters, for annual report. Collection of statistics and other material for annual report and all the work relate to annual report. 4) Any other work assigned by the Registrar.
8	Section Officer, B-1 Section	1) Attend B-1 Court as Court Officer. 2) Verify the communications to be sent to various authorities/complainants in compliance with the orders passed by the Hon'ble Lokayukta.
9	Section Officer, B-2 Section	1) Attend B-2 Court as Court Officer. 2) Verify the communications to be sent to the various authorities/complainants in compliance with the orders passed by the Hon'ble Upa-Lokayukta.
10	Section Officer (Legal Section)	1) Update the parallel files relating to the complaints and place the same before the Deputy Director (Legal). 2) Maintenance of files relating to the Writ Petitions filed before the Hon'ble High Court/Hon'ble Supreme Court.
11	Section Officer (Establishment Section)	1) Over all Incharge of Establishment Section. 2) Attend to the duties. 3) Assist the Deputy Registrar in all administrative matters.
12	P.A. to Hon'ble Lokayukta	Attends the bench work of Hon'ble Lokayukta and other works as entrusted by the Hon'ble Lokayukta.
13	P.A. to Hon'ble Upa-Lokayukta	Attend the bench work of Hon'ble Upa-Lokayukta and other works as entrusted by the Hon'ble Upa-Lokayukta.
14	P.A. to Registrar	Attend the dictation work and other duties as entrusted by the Registrar.
15	Director (Investigation)	1. Head of the Investigation Wing. 2. Entrust the investigations to the Dy. Directors and
16	Deputy Director (Investigation)	Conduct enquiries into the complaints entrusted by the Director (Investigation) and submits enquiry report to the Director (Investigation)

17	Investigating Officer	Conduct enquiries into the complaints entrusted by the Director (Investigation) and submits enquiry report to the Director (Investigation)
18	Constable	Assist the Deputy Director (Investigation) and Investigating Officer in conducting the investigation into the complaints.
19	Assistant Section Officer	Assist the Section Officers in day to day work.
20	Assistant	Assist the concerned Asst. Section Officers. and Section Officers in day to day work.
21	Special Category Stenographer	Attend to dictation work as entrusted by the Officers to whom they are attached and transcribe the same.
22	U.D. Stenographer	Attend to dictation work as entrusted by the Officers to whom they are attached and transcribe the same.
23	Steno-Typist	Attend to dictation work as entrusted by the Officers to whom they are attached and transcribe the same.
24	Typists	Attend to typewriting work in concerned Sections.
25	Record Assistant	Assist the concerned Asst. Section Officers. and Section Officers in day to day work.
26	Roneo Operator	Attend the Roneo Operator work and also Xerox work.
27	Drivers	Attend Driver duties.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

On receiving a complaint, the complaint section prepares scrutiny notes and place the complaints before the Hon'ble Lokayukta for distribution of complaints to Hon'ble Lokayukta and Hon'ble Upa-Lokayukta. The Hon'ble Lokayukta will pass appropriate orders allotting complaints to Hon'ble Lokayukta and Hon'ble Upa-Lokayukta to undertake preliminary verification by whatever mode suitable, to ascertain if there is a prima-facie case in the allegations. The initial probe and verification may be done by calling for reports from the concerned authorities or by entrusting the matter to the Investigation Agency of this Institution, which may conduct a discreet probe and submit a report to the Lokayukta or Upa-Lokayukta. At this stage, probing or enquiry is confidential to safeguard the identity of the apprehensive complaints and to protect the reputation of the public servants complained against.

Once a prima-facie case is held to have been made out, a regular enquiry (Investigation) is conducted after giving opportunity to the complainant as well as the public servant complained against, to put forth their versions and to adduce their evidence. This enquiry is on the lines of a trial in a court in which parties are permitted to be represented by their lawyers.

On the basis of such evidence, if the Lokayukta or the Upa-Lokayukta finds that the allegations against the public servant have been substantiated, either wholly or partly, a report has to be made to the competent authority under Sec.12 of the Act, communicating him findings and recommendations.

The Competent Authority, on receipt of the report, shall take action on the recommendation, including removal of the guilty public servant wherever recommended, without any further enquiry and intimate within three months of the date of receipt of the report, to the Institution of Lok Ayukta, the action taken or proposed to be taken on the basis of the report. In the event the Lok Ayukta or Upa-Lok Ayukta is not satisfied with the action taken or proposed to be taken by the Competent Authority, he may make a special report upon the case to the Governor and also inform the complainant accordingly. On receipt of a special report, the Governor shall cause a copy thereof, together with an explanatory memorandum, to be laid before each House of the State Legislative.

(iv) THE NORMS SET BY THE INSTITUTION FOR THE DISCHARGE OF ITS FUNCTIONS

Honesty, integrity, transparency, expediency, efficiency and citizen friendly attitude.

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE INSTITUTION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The Following are the Acts and Rules governing the functioning of the Institution.

1. The A.P. Lokayukta Act, 1983
2. The A.P. Lokayukta and Upa-Lokayukta (Invn.) Rules, 1984
3. The Prevention of Corruption Act, 1988
4. The A.P. Civil Services Code
5. The A.P. State and Subordinate Service rules, 1996
6. The A.P. Medical Attendance Rules
7. The A.P. Civil Services (CC&A) rules, 1991
8. The A.P. C.S. (Conduct rules, 1964

Instructions, Manuals and others

1. The A.P. Financial Code
2. The A.P. Treasury Code
3. The A.P. Accounts Code
4. The A.P. Budget Manual
5. The A.P. Fundamental Rules and Subsidiary Rules
6. The A.P. Pension Code
7. The A.P. Provident Funds Manual
8. The Criminal Procedure Code
9. The Civil Procedure Code
10. The A.P. Leave Rules, 1933
11. The A.P. T.A. Rules, 1996

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS (REGISTERS) THAT ARE HELD BY IT OR UNDER ITS CONTROL

Registers and relevant records maintained by the concerned sections

SL.No	Section	Registers Maintained
1.	Establishment Section	<ol style="list-style-type: none"> 1. Increment Register 2. Casual Leave Registers 3. Attendance Registers 4. Late Attendance Register 5. ROC Registers 6. Deputation Register 7. Accession Register 8. Law Journal Register 9. News Paper Bills Payment Register 10. Library Books Issue Register 11. Stock Register 12. Livery Purchase & Issue Register 13. Dispatch Register 14. Messenger Outward Register 15. Stamp Account Register 16. RP Ack.Due Register 17. Judicial Register 18. Non-Judicial Register 19. Messenger Book 20. Log Book 21. Xerox Copying Register 22. Stencil Copying Register 23. Inward Register
2.	Accounts Section	<ol style="list-style-type: none"> 1. Pay Bill Registers 2. Loans and Advance Registers 3. Treasury Bill Register 4. Budget Control Register 5. Cash Book 6. Un-disbursed pay registers 7. Non-Government cash book 8. Permanent Advance register 9. Complaint fee register etc.
3.	Complaints Section	<ol style="list-style-type: none"> 1. Complaints Register 2. Complaint Fee Register 3. Information Register 4. Inward Register 5. SR Register 6. B1 Register 7. B2 Register 8. Certified Copies Register 9. Files Movement Register

4.	B1 Section	<ol style="list-style-type: none"> 1. Inward Register 2. Outward Register 3. Admission Register 4. Hearing Book 5. Statistics Register 6. Files Movement Register
5.	B2 Section	<ol style="list-style-type: none"> 1. Inward Register 2. Outward Register 3. Admission Register 4. Hearing Book 5. Statistics Register 6. Files Movement Register
6.	Records Section	<ol style="list-style-type: none"> 1. Files Movement Register 2. Destruction of Records Register
7.	Investigation Section	<ol style="list-style-type: none"> 1. Complaints Register 2. Posting Register 3. Dispatch Register 4. Casual Leave register of DDs(I) and IOs.

(vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;

.. NOT APPLICABLE..

(viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE.....

.. NOT APPLICABLE..

(ix) The Directory of Officers and Employees

S.No.	NAME	DESIGNATION	OFFICE (Phone/Fax)
01.	Hon'ble Sri Justice P. Lakshmana Reddy	Hon'ble Lokayukta	-
02.	Hon'ble Smt.P.Rajani	Hon'ble Upa Lokayukta	-
03.	Sri T.Venkateswara Reddy	Registrar	08518-267271
04.	Sri P.Murali Mohan Reddy	Director (Legal)	08518-267300
05.	Sri M.Usha Rani	Deputy Registrar	08518-267277
06.	Sri Ch.Polayya	Dy. Director (L)	08518-267282
07.	Sri M. Amarender Reddy	Secretary to Hon'ble Lokayukta	08518-267262
08.	Smt. Y.Lalitha Kalyani	Asst. Registrar	08518-267272
09.	Smt. D.Sowjanya Mukhi	Asst. Registrar (J)	08518-267281
10.	Sri R.V.Bhaskara Rao	Asst. Registrar (Accounts)	08518-267266
11.	Sri G.Praveen Kumar Reddy	Personal Assistant	08518-267263
12.	Smt. C.Sarala	Personal Assistant	08518-267274
13.	Smt. K.Latha	Personal Assistant	08518-267280
INVESTIGATION WING			
14.	Sri K.Narasimha Reddy	Director (Inv.)	08518-267291
15.	Sri P.Venkata Rama Reddy	Dy. Director (Invn.)	08518-267290
16.	Sri L.Tirupal Reddy	Investigating Officer	08518-267290

(X) The monthly salaries of the Officers and employees.**18. (b). INSTITUTION OF A.P. LOKAYUKTA & UPA LOKAYUKTA**

S.No.	Category	Existing Scale (₹.)	Revised Scale (₹.)	Remarks
1.	Director (Investigation)			Cadre Post
2.	Registrar	Judicial Officer/ 87130-110850	Judicial Officer/ 133900-179000	If held by a departmental officer
3.	Director (Legal)	73270-108330	112610-174790	
4.	Secretary to Lokayukta	56870-105810	87480-170580	
5.	Deputy Registrar	56870-105810	87480-170580	
6.	Deputy Director (Legal)	56870-105810	87480-170580	
7.	Assistant Registrar (Judicial)/ Assistant Registrar (Accounts)/ Assistant Registrar (Investigation)	46060-98440	70850-158880	
8.	Deputy Director (Investigation)	40270-93780	61960-151370	
9.	P.A. to Lokayukta	37100-91450	57100-147760	
10.	P.A. to Upa-Lokayukta	37100-91450	57100-147760	
11.	P.A. to Registrar	37100-91450	57100-147760	
12.	Section Officer	37100-91450	57100-147760	
13.	Accounts Officer	37100-91450	57100-147760	
14.	Investigating Officer	35120-87130	54060-140540	
15.	Special Category Steno	28940-78910	44570-127480	
16.	Assistant Section Officer	26600-77030	40970-124380	
17.	U.D. Stenographer	26600-77030	40970-124380	
18.	Librarian	23100-67990	35570-109910	
19.	U.D. Accountant	22460-66330	34580-107210	
20.	Head Constable	21230-63010	32670-101970	
21.	Steno-Typist	18400-55410	28280-89720	

S.No.	Category	Existing Scale (₹.)	Revised Scale (₹.)	Remarks
22.	Senior Driver	17890-53950	27500-87480	
23.	Typist	16400-49870	25220-80910	
24.	Assistant	16400-49870	25220-80910	
25.	Driver	15460-47330	23780-76730	
26.	Police Constable and Orderly	15030-46060	23120-74770	
27.	Motor Cycle Messenger	15030-46060	23120-74770	
28.	Record Assistant	15030-46060	23120-74770	
29.	Roneo Operator	15030-46060	23120-74770	
30.	Jamedar	14600-44870	22460-72810	
31.	Office Subordinate	13000-40270	20000-61960	
32.	Chowkidar	13000-40270	20000-61960	
33.	Sweeper-cum-Scavenger	13000-40270	20000-61960	
34.	Gardener	13000-40270	20000-61960	

(XI) The Budget allocation

LOK - AYUKTA

డిమాండు IV DEMAND

సాధారణ పరిపాలన మరియు ఎన్నికలు

GENERAL ADMINISTRATION AND ELECTIONS

REVENUE		(రూపాయలు లక్షల లో Rupees in Lakhs)			
లోకాయుక్త/ఉప లోకాయుక్త లోకాయుక్త మరియు ఉపలోకాయుక్త	M.J.H. 2062 M.H. 103 LOKAYUKTA/UP-LOKAYUKTA H.O.D. LOK-AYUKTA AND UPA L..	లక్షలు Accounts 2020-21	బడ్జటు అంచనా Budget Estimate 2021-22	సవరించిన అంచనా Revised Estimate 2021-22	బడ్జటు అంచనా Budget Estimate 2022-23
లోకాయుక్త మరియు ఉపలోకాయుక్త	LOK-AYUKTA AND UPA LOK- AYUKTA				
రెవెన్యూ	Revenue				
నిఘా	2062 VIGILANCE				
లోకాయుక్త/ఉప లోకాయుక్త	M.H. 103 LOKAYUKTA/UP- LOKAYUKTA				
లోకాయుక్త - ఉపలోకాయుక్త	S.H.(04) Lokayukta - UPA Lokayukta				
వేతనములు	010 Salaries				
వేతనము	011 Pay	2,40.03	2,32.10	2,87.75	4,20.53
భర్తీములు	012 Allowances	5.35	5.00	6.48	14.24
కరువు భర్తీము	013 Dearness Allowance	79.31	79.58	1,23.04	1,23.35
సత్కార భర్తీము	014 Sumptuary Allowance	4.28	2.00	3.74	2.00
మధ్యంతర భృతి	015 Interim Relief	47.63	44.62	45.75	..
ఇంటి అద్దె భర్తీము	016 House Rent Allowance	73.21	65.30	95.72	1,13.77
వైద్య ఖర్చులు పునీహార	017 Medical Reimbursement	3.90	2.00	13.68	4.21
అర్జీలను నగదుగా మార్చడం	018 Encashment of Earned Leave	11.58	6.00	14.27	21.03
సలవు ప్రయాణ రాయితీ	019 Leave Travel Concession	0.44	0.01	..	4.21
సిపిఎస్ నైపు వికాసాలు	321 Contributions towards CPS	..	5.00	..	22.23
ఇహావ్ యువ కొరకు సహకారం	322 Contributions towards EHS	..	0.50	..	2.63
మొత్తము	Total 010	4,65.73	4,42.11	5,90.43	7,28.20
వేతన బకాయిలు	100 Arrear Salaries				
వేతన బకాయిలు	101 Arrear Pay	65.58	0.01	51.43	0.01
భర్తీల బకాయిలు	102 Arrear Allowances	..	0.01	0.01	0.01
కరువు భర్తీముల బకాయిలు	103 Arrear Dearness Allowance	0.80	0.01	28.21	0.01
మధ్యంతర భృతి బకాయిలు	105 Interim Relief Arrear	..	0.01
ఇంటి అద్దె భర్తీముల బకాయిలు	106 Arrear House Rent Allowance	..	0.01	..	0.01
మొత్తము	Total 100	66.38	0.05	79.65	0.04
స్వదేశీ ప్రయాణ ఖర్చులు	110 Domestic Travel Expenses				

డిమాండు IV DEMAND
సాధారణ పరిపాలన మరియు ఎన్నికలు
GENERAL ADMINISTRATION AND ELECTIONS

(రూపాయలు లక్షల లో Rupees in Lakhs)

లోకాయుక్త/ఉప లోకాయుక్త లోకాయుక్త మరియు ఉపలోకాయుక్త	M.J.H. 2062 M.H. 103 LOKAYUKTA/UP-LOKAYUKTA H.O.D. LOK-AYUKTA AND UPA L..	లెక్కలు Accounts 2020-21	బడ్జటు అంచనా Budget Estimate 2021-22	సవరించిన అంచనా Revised Estimate 2021-22	బడ్జటు అంచనా Budget Estimate 2022-23
ప్రయాణ భత్యము	111 Travelling Allowance	2.03	5.00	4.98	20.00
బస్సు వారంట్లు	112 Bus Warrants	..	0.30	0.17	1.00
మొత్తము	Total 110	2.03	5.30	5.15	21.00
కార్యాలయ ఖర్చులు	130 Office Expenses				
సేవా లిపి. టెలిగ్రామ్ మరియు టెలిఫోన్ ఛార్జీలు	131 Service Postage, Telegram and Telephone Charges	6.02	4.50	4.39	15.00
నీరు మరియు విద్యుచ్ఛక్తి ఛార్జీలు	133 Water and Electricity Charges	6.95	10.00	7.64	20.00
కార్యాలయ ఖర్చులు - వినియోగదారులు/ స్టేషనరీ	135 Office Expenses - Consumables/Stationery	4.74	5.00	4.99	20.00
కార్యాలయ ఖర్చులు - నిర్వహణ/ చిన్న మరమ్మత్తులు	136 Office Expenses - Maintenance/Minor Repairs	..	1.00	..	2.00
కార్యాలయ ఖర్చులు - పరిపాలనాపరమైన ఖర్చులు	137 Office Expenses - Administrative Expenses	1.96	2.50	1.80	20.00
కార్యాలయ ఖర్చులు - ఇంటర్నెట్ ఛార్జీలు / ట్రాడ్ బ్యాండ్	138 Office Expenses - Internet Charges	..	0.50	0.02	5.00
కార్యాలయ ఖర్చులు - మొబైల్ సెవ్/ కాల్ ఛార్జీలు	139 Office Expenses - Mobile Service/Call Charges	0.64	1.00	0.97	5.00
మొత్తము	Total 130	20.31	24.50	19.81	87.00
ప్రచురణలు	160 Publications				
ప్రచురణలు	161 Publications	0.14	0.50	0.13	3.00
పుస్తకాలు, మ్యాగజైన్స్, పరియాడికల్స్ కొనుగోలు	162 Purchase of Books, Magazines and Periodicals	1.00	3.00
మొత్తము	Total 160	0.14	0.50	1.13	6.00
ఇతర పరిపాలనాపర ఖర్చులు	200 Other Administrative Expenses				
విదూలు మరియు కార్యక్రమాల	202 Functions and Events	0.10	0.50	0.50	4.00
ప్రముఖుల కొసం ప్రోటోకాల్ ఖర్చు	204 Protocol Expenditure for Dignitaries	..	0.50	..	2.00

డిమాండు IV DEMAND
సాధారణ పరిపాలన మరియు ఎన్నికలు
GENERAL ADMINISTRATION AND ELECTIONS

REVENUE		(రూపాయలు లక్షల లో Rupees in Lakhs)			
లోకాయుక్త/ఉప లోకాయుక్త లోకాయుక్త మరియు ఉపలోకాయుక్త	M.J.H. 2062 M.H. 103 LOKAYUKTA/UP-LOKAYUKTA H.O.D. LOK-AYUKTA AND UP L..	లెక్కలు Accounts 2020-21	బడ్జటు అంచనా Budget Estimate 2021-22	సవరించిన అంచనా Revised Estimate 2021-22	బడ్జటు అంచనా Budget Estimate 2022-23
మొత్తము	Total 200	0.10	1.00	0.50	6.00
సరఫరా మరియు పదార్థాలు	210 Supplies and Materials				
ఆఫీస్ హార్డ్వేర్ & పరిపెరల్స్ కొనుగోలు	213 Purchase of Office Hardware and Peripherals	0.15	0.50	0.10	..
AMC ఛార్జీలు - హార్డ్వేర్	215 AMC Charges - Hardware	1.97	5.00
AMC ఛార్జీలు - సాఫ్ట్వేర్	216 AMC Charges - Software	..	1.00	..	3.00
ఫర్నిచర్ & ఫిక్చర్స్ కొనుగోలు	217 Purchase of Furniture & Fixtures	6.16	3.00	1.83	..
సాఫ్ట్వేర్ అభివృద్ధి	219 Software Development	..	1.00	..	2.00
మొత్తము	Total 210	6.31	5.50	3.90	10.00
పెట్రోలు, ఆయిల్, లూబ్రికెంట్లు	240 Petrol, Oil and Lubricants				
కార్యాలయ వాహనాల కేసం ఛార్జీలు	241 Charges towards Office Vehicles	3.50	2.00	1.99	20.00
దుస్తులు, డేరాలు మరియు సామాగ్రి	250 Clothing, Tentage and Stores				
దుస్తులు	251 Clothing	0.97	2.00
కుట్టు ఛార్జీలు	253 Stitching Charges	0.44	1.00
బూట్లు	254 Shoes	0.25
మొత్తము	Total 250	1.41	3.25
చిన్న తరహా పనులు	270 Minor Works				
నిర్వహణ	272 Maintenance	..	1.00	..	2.00
వృత్తి సేవలు	280 Professional Services				
ప్లీడర్ ఫీజులు	281 Pleaders Fees	..	1.00	0.48	2.00
సహాయక గ్రాంట్లు	310 Grants in Aid				
అంత్యక్రియల ఛార్జీలు	318 Obsequies Charges	..	0.01	0.15	0.10
మోటారు వాహనములు	510 Motor Vehicles				
కార్యాలయ వాహనముల నిర్వహణ	511 Maintenance of Office Vehicles	2.49	1.00	0.91	8.00
మొత్తము	Total S.H.(04)	5,66.99	4,83.97	7,05.51	8,93.59
మొత్తము	Total M.H. 103	5,66.99	4,83.97	7,05.51	8,93.59
అధిక చెల్లింపుల తగ్గింపు-వసూళ్లు	M.H. 911 DEDUCT RECOVERIES ON OVER PAYMENTS				

డిమాండు IV DEMAND
సాధారణ పరిపాలన మరియు ఎన్నికలు
GENERAL ADMINISTRATION AND ELECTIONS

(రూపాయలు లక్షల లో Rupees in Lakhs)

REVENUE		లెక్కలు Accounts 2020-21	బడ్జటు అంచనా Budget Estimate 2021-22	సవరించిన అంచనా Revised Estimate 2021-22	బడ్జటు అంచనా Budget Estimate 2022-23
అధిక ఇల్లింపుల తగ్గింపు-చనూళ్లు లోకాయుక్త మరియు ఉపలోకాయుక్త	M.J.H. 2062 M.H. 911 DEDUCT RECOVERIES ON OVER PAYMENTS H.O.D. LOK-AYUKTA AND UPA L..				
తగ్గింపు - చనూళ్లు వర్గించడం	S.H.(96) Deduct - Recoveries 000 Not Applicable	-0.87	..	-3.71	..
మొత్తము	Total S.H.(96)	-0.87	..	-3.71	..
వరక మొత్తము	Gross Total M.H. 911
తగ్గింపు-చనూళ్లు మొత్తము	Deduct - Recoveries Net Total M.H. 911	-0.87	..	-3.71	..
మొత్తము	Gross Total 2062	5,66.99	4,83.97	7,05.51	8,93.59
తగ్గింపు-చనూళ్లు మొత్తము	Deduct - Recoveries Net Total 2062	-0.87	..	-3.71	..
వరక మొత్తము రెవెన్యూ	Gross Revenue	5,66.99	4,83.97	7,05.51	8,93.59
తగ్గింపు-చనూళ్లు మొత్తము	Deduct - Recoveries Net Revenue	-0.87	..	-3.71	..
పట్టుబడి	Capital				
ఇతర పరిపాలన సర్వీసులపై పట్టుబడి వినియోగము	4070 CAPITAL OUTLAY ON OTHER ADMINISTRATIVE SERVICES				
నిర్దేశ మరియు నిర్వహణలు	M.H. 001 DIRECTION AND ADMINISTRATION				
లోకాయుక్త - ఉపలోకాయుక్త యంత్రములు మరియు పరికరాలు	S.H.(05) Lokayukta - UPA Lokayukta 520 Machinery and Equipment			4.84	10.00
యంత్రాలు మరియు పరికరాల కొనుగోళ్లు	521 Purchase of Machinery and Equipment
మొత్తము	Total S.H.(05)	4.84	10.00
మొత్తము	Total M.H. 001	4.84	10.00
నిర్మాణము	M.H. 051 CONSTRUCTION				
లోకాయుక్త - ఉపలోకాయుక్త	S.H.(05) Lokayukta - UPA Lokayukta				
పెద్ద తరహా పనులు	530 Major Works	..	20.00
పెద్ద తరహా పనులు	531 Major Works	..	20.00
మొత్తము	Total S.H.(05)	..	20.00
మొత్తము	Total M.H. 051	..	20.00
మొత్తము	Total 4070	..	20.00	4.84	10.00
మొత్తము పట్టుబడి	Total Capital	..	20.00	4.84	10.00
వరక మొత్తము	Gross Total LOK-AYUKTA AND UPA LOK-AYUKTA	5,66.99	5,03.97	7,10.35	9,03.59
తగ్గింపు-చనూళ్లు మొత్తము	Deduct - Recoveries Net Total LOK-AYUKTA AND UPA LOK- AYUKTA	-0.87	..	-3.71	..
		5,66.12	5,03.97	7,06.64	9,03.59

(xii) The manner of execution of subsidy programs, Including the amounts allocated and the details of beneficiaries of such programs.

..NOT APPLICABLE..

(xiii) Particulars of Recipients of Concessions, Permits or Authorizations granted by it.

..NOT APPLICABLE..

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

..NOT APPLICABLE..

(xv) The particulars of facilities available to citizens for obtaining information.

Public are at liberty to approach the Complaint Section of the Institution during working hours (10.30 AM to 5.00 PM) to know the procedure or any other information for filing a complaint. After filing complaints, the complainants may approach the concerned Sections to know the stage or any other information relating to their complaints. If necessary, they may approach the Registrar also.

(xvi) The Names, Designations and other particulars of the Public Information Officers:

S.No	Name and designation	Designation under RTI Act, 2005	Contact Numbers
01.	Sri T.Venkateswara Reddy Registrar	Appellate Authority	08518-267271
02.	Smt.M.Usha Rani Deputy Registrar	Public Information Officer	08518-267277
03.	Sri R.V.Bhaskara Rao Assistant Registrar	Assistant Public Information Officer	08518-267272

(xvii) Such other information as may be prescribed and thereafter update

These Publications every year:

..Information will be updated as and when required..
